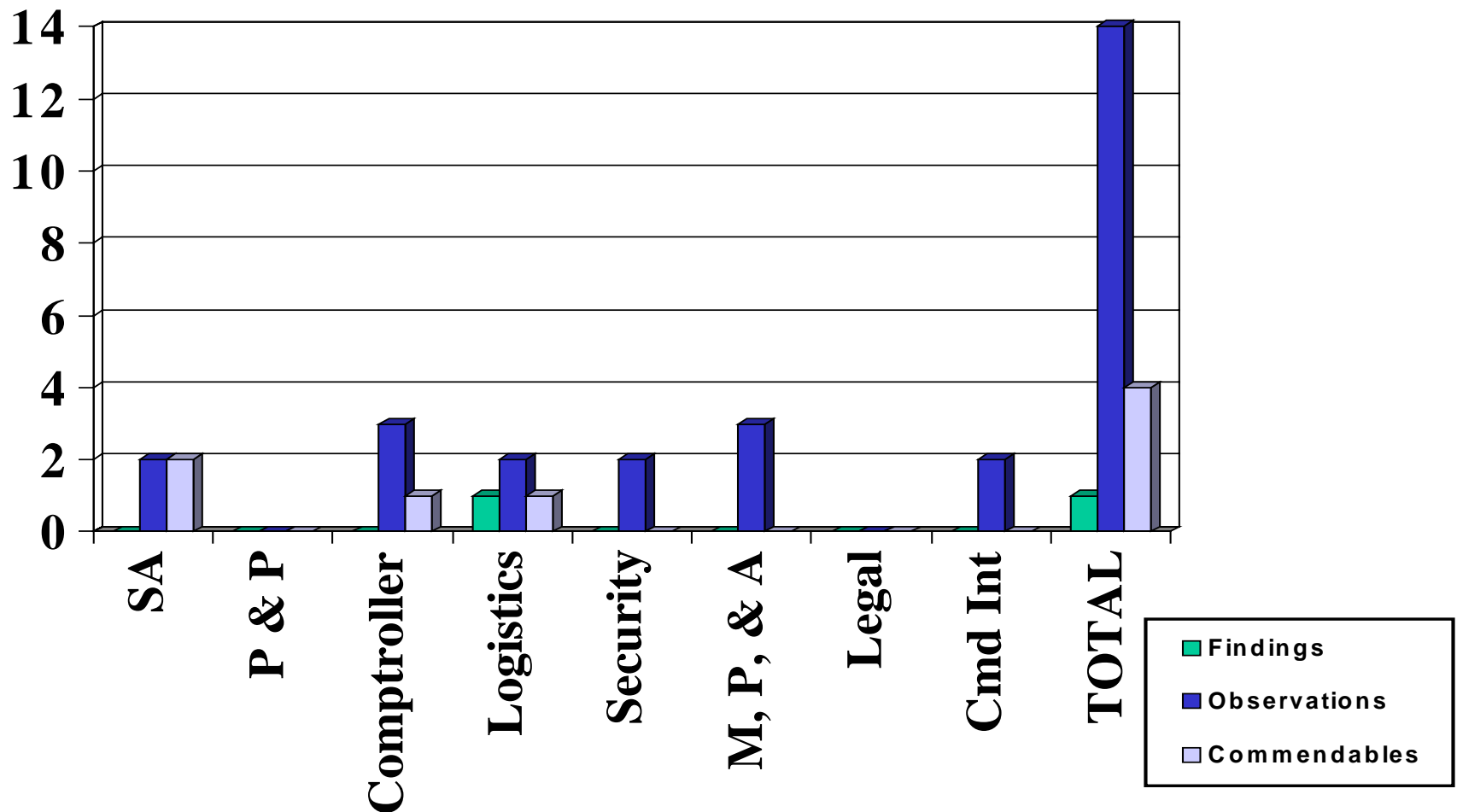


SIAP SUMMARY RESULTS

4th QTR FY99 and 1st & 2nd QTR FY00

(Total # of Inspections: 3)



STAFF INSPECTION & ASSISTANCE PROGRAM

QUARTERLY RESULTS SUMMARY

for 4th Quarter FY99, 1st & 2nd Quarter FY00

(Total # of Inspections: 3)

<u>SECTION NAME & NUMBER</u>	<u># of FINDINGS</u>	<u># of OBSERVATIONS</u>	<u># of COMMENDABLES</u>
SEC I: SECURITY ASSISTANCE			
1-1: Publications			
1-2: Plans, Policy, & Host Nation Relations			1
1-3: MAP			
1-4: FMS			
1-5: DCS & DCA			
1-6: Training / IMET		2	1
1-7: C-12 Operations			
SEC II: PLANS & POLICY			
2-1: Publications			
2-2: NEOs			
2-3: USDR			
2-4: OPLANS/CONPLANS			
2-5: International Agreements			
SEC III: COMPTROLLER			
3-1: Publications			
3-2: Budget		1	
3-3: SAARMS			
3-4: Operating Funds Mgmt		2	1
3-5: IMC Program			
SEC IV: LOGISTICS			
4-1: Publications			
4-2: Property Acct	1	1	
4-3: ADP			
4-4: NTVs		1	1
4-5: Facilities			
4-6: Files Mgmt			
SEC V: SECURITY MATTERS			
5-1: Publications			
5-2: Operational Security			
5-3: Information Security			
5-4: Personnel Security			
5-5: Physical Security/AT		2	
5-6: Automated Information Security			
SEC VI: MANPWR, PERSONNEL & ADMIN			
6-1: Publications			
6-2: Publications Mgmt		1	
6-3: Correspondence Mgmt			
6-4: Records Mgmt		2	
6-5: Copier Mgmt			
6-6: Mail Program			
6-7: Ration Policy			
6-8: Awards			
6-9: Fitness Program			

STAFF INSPECTION & ASSISTANCE PROGRAM

QUARTERLY RESULTS SUMMARY

for 4th Quarter FY99, 1st & 2nd Quarter FY00

(Total # of Inspections: 3)

<u>SECTION NAME & NUMBER</u>	<u># of FINDINGS</u>	<u># of OBSERVATIONS</u>	<u># of COMMENDABLES</u>
6-10: Weight Mgmt			
6-11: Sponsorship Program			
6-12: Privacy Act Program			
6-13: Leave Program			
6-14: Evaluations (OERs, OPRs, FITREPs)			
6-15: Manpower and Organization			
6-16: Civilian Personnel			
6-17: ID Card Mgmt			
 SEC VII: LEGAL			
7-1: Publications			
7-2: Legal Documents			
7-3: Legal Advice			
7-4: Legal Assistance			
7-5: Standards of Conduct			
7-6: Tax Relief Program			
7-7: Criminal Jurisdiction			
7-8: Foreign Litigation			
7-9: Military Justice			
7-10: Claims			
 SEC VIII: COMMAND INTEREST ITEMS			
8-1: Publications			
8-2: Education		1	
8-3: Exchanges & Commisaries			
8-4: Housing			
8-5: MWR			
8-6: Medical & Dental			
8-7: Religious Activities			
8-8: Public Affairs		1	
8-9: Communications			

SIAP RESULTS
for
4th QTR FY99, 1st QTR FY00
and 2nd QTR FY00
(Total # of Inspections: 3)

FINDINGS:

A. SECURITY ASSISTANCE: none

B. PLANS & POLICY: none

C. COMPTROLLER: none

D. LOGISTICS:

1. The ODC failed to maintain a property document register for authorized purchases in accordance with DA PAM 710-2-1.

E. SECURITY MATTERS: none

F. MANPOWER, PERSONNEL & ADMINISTRATION: none

G. LEGAL: none

H. COMMAND INTEREST ITEMS: none

OBSERVATIONS:

A. SECURITY ASSISTANCE:

1. The ODC failed to fully meet Joint Security Assistance Training Regulation (JSAT) requirements for student processing regarding pre-departure briefings and post-training debriefs. See JSAT – AR 12-15, Ch 10, Section I, paragraph 10-5 for requirements.

2. The ODC failed to meet all requirements in the program administration of Mobile Team Training (MTT). Specifically, requirements dealing with MTT callup / survey message time requirements, notification of MTT arrival and departure at the host nation and endorsement of MTT leader end-of-training reports are not being met. See JSAT – AR 12-15, Ch 13, paragraph 13-60, 13-56a & b and 13-15a for specifics.

B. PLANS & POLICY: none

C. COMPTROLLER:

1. The prior ODC Chief did not maintain formal USEUCOM approval for Out-of-Country TDY on file, per ED 90-6.

2. The ODC did not have a written request system or process in place to ensure that proper approval and fund certification / accountability is accomplished as part of the IMPAC or cash supply / equipment purchases per ED 50-2.

3. The Administrative Assistant was not properly trained for his/her job, therefore impeding the required performance of the job. Recommend ECJ4-MS commence a budget training program equivalent to that conducted for IMET managers.

D. LOGISTICS:

1. The ODC's Joint Table of Allowance (JTA) was not validated within the two year requirement per AR 1-75, Ch 5, paragraph 5-2.

2. The ODC had a NTV vandalized and the Property Book Officer did not initiate an investigation to obtain relief of accountability per AR 735-5.

E. SECURITY MATTERS:

1. The current Emergency Action Plan published by the U.S. Embassy covering DoD personnel assigned to the ODC is outdated (1991) and is no longer relevant based on the current organization.

2. The current Emergency Action Plan published by the U.S. Embassy does not adequately address the SAO and JCTP offices located at the host nation's military training center vice at the U.S. Embassy.

F. MANPOWER, PERSONNEL & ADMINISTRATION:

1. The ODC did not maintain a master index of publications, in violation of Eucom Directive 50-1.

2. The ODC Records Manager did not perform the required annual record management survey of the office records IAW SM 5-14.

3. Inconsistencies with record management files and publication administration were noted. Files were incomplete, missing disposition instructions, incomplete library index, etc, all in violation of AR 250-400-2 (MARKS).

G. LEGAL: none

H. COMMAND INTEREST ITEMS:

1. The ODC did not have a designated Public Affairs Officer or Public Affairs Point of Contact for coordination with HQ, USEUCOM's Public Affairs Directorate, as required by ED 15-1.

2. The school supporting the military dependents was cramped and lacked some security and safety requirements.

COMMENDABLES:

A. SECURITY ASSISTANCE:

1. The ODC has excellent Continuity Files and points of contact which result in efficient office operation and provides overlap coverage of duties.
2. The SAO has established an excellent "total package approach" regarding IMET student processing, encompassing selection, coordination, execution, and followup of all IMET students.

B. PLANS & POLICY: none

C. COMPTROLLER:

1. A unique accounting citation makes for easy transfer to the DOS Accounting System.

D. LOGISTICS:

1. The ODC's NTV automated program is exceptional.

E. SECURITY MATTERS: none

F. MANPOWER, PERSONNEL & ADMINISTRATION: none

G. LEGAL: none

H. COMMAND INTEREST ITEMS: none